

Role Profile and Specification - Planning Enforcement Officer

Service Area	Planning
Role Title	Planning Enforcement Officer
Location	Oxted/Agile
Reports to	Planning Enforcement Manager
Salary/Grade	Grade 3
Duration/Hours	Permanent - 37 hours per week

Service Area Purpose

This role sits within the Planning Development Management Team, which is principally responsible for dealing with planning applications, planning appeals, tree work applications and enforcement.

Job Purpose

- To assist in providing an effective and efficient Planning Enforcement Service in accordance with statutory requirements, approved policy and the Council's policies, procedures, and targets.
- To manage your own caseload and be directly responsible for negotiating and processing a range of minor enforcement cases, writing reports, recommending action and drafting notices.
- To investigate complaints of unauthorised development which are reported by members of the public and councillors and to investigate development sites during construction to ensure compliance with approved plans and relevant planning conditions.

Key Objectives

As a Planning Enforcement Officer, you will take ownership of cases of alleged breaches of planning control, undertaking an investigation and site visit, and initially working with the owner to seek to rectify the breach of planning control where appropriate, without the need for formal action.

Specific Responsibilities

- Undertake site investigations and evidence gathering.
- Liaise with key stakeholders as required.
- Prepare reports, enforcement notices, and other evidence, and make informed recommendations and determine the need for formal action.

- Serve and monitor compliance with Enforcement, Breach of Condition, Section 215. Planning Contravention and similar Notices for minor breaches of planning control.
- Prepare Written Representation appeal statements and to assist in the preparation of proofs of evidence and associated reports and legal notices as required.
- To update customers and councillors in accordance with Council policies, procedures and targets to maintain a high level of customer service.
- To assist other team members when appropriate in dealing with breaches of planning control and enquiries, including giving professional advice and technical guidance on enforcement matters of all complexities.
- Occasional ad hoc duties outside normal office hours if required (out of hours supplement will be paid).
- To maintain professional competence by assimilating knowledge of new legislation and guidance relating to the enforcement of planning controls and other planning matters
- To undertake any additional duties of a similar level of responsibility as may be required from time to time.
- Carry out additional duties commensurate to the level of the role.

Person specification

Qualifications / Education

Essential	Desirable
• Good standard of general education required, including Maths and English and/or equivalent experience. • Current UK Full driving licence and use of a vehicle.	• Qualification recognised by the Royal Town Planning Institute. • Evidence of a commitment to continuous professional development.

Experience

Essential	Desirable
• Ability to negotiate positively with contraveners, applicants, their agents, and legal representatives on planning enforcement matters. • Ability to carry out enforcement investigations. • Understanding of Planning Law and National Planning policies/guidance relating to Planning Enforcement.	• Experience in working in planning enforcement or similar environment. • Understanding of Regulation of Investigatory Powers Act, Police and Criminal Evidence Act, Criminal Procedure & Investigations Act, The Human Rights Act, and General Data Protection Regulations.

Key Skills and Knowledge

Essential
• Excellent IT skills, including use of MS Office software and Document Management systems. • Good report writing skills. • Good communicator with ability to communicate effectively with a range and variety of audiences and work well with teams. • Good influencing skills.

- Ability to assimilate complex as well as difficult/ varied information and to exercise judgement and creative thinking in resolving a range of difficult problems and developing solutions.
- Ability to deliver high levels of stakeholder and customer service.
- Managing conflicting priorities sometimes under pressure
- Awareness of the need for accuracy and attention to detail.
- Ability to research and problem solve.
- Ability to work on own initiative.
- Resourceful and flexible in approach.
- Understanding of the broad requirements of the data protection principles
- A commitment to equality and diversity.